

copy



Basic Copy Procedure

Place original(s) face up in the Auto Document Feeder, or face down on the Platen Glass.

1. Select the **<Copy>** function on the left side of the control panel.
2. Using the number keypad, enter desired quantity.
3. Press the green **<Start>** button. If copying from the glass, press **<#>** after placing last original.



Additional Copy Features

1. Status messages/Error messages
2. Paper Trays — **<Auto Paper Select>** automatically selects paper based on original size.
3. Duplex options — 1-sided originals to 2-sided copy, 2-sided original to 2-sided copy, 2-sided original to 1-sided copies
4. Staple options — Dash indicates where the set will be stapled.
5. Sort (collated) or Stack (non-collated) multiple sets
6. Original Type settings
 - A. **<Auto Color Select>** — Used for mixed originals; deciphers between B&W and color and copies accordingly.
 - B. **<Full Color>** — Copies color originals in color by overlying cyan, yellow, magenta, and black.
 - C. **<Black & White>** — Copies color or Black & White originals in Black & White.
 - D. **<Text>** — Originals contain only text. Text is the default.
 - E. **<Photo>** — Delicate tones and gray scale is reproduced from photos or pictures.
 - F. **<Text/Photo>** — Originals contain a combination of text and photos or pictures.

Quick Reference

fax



Basic Fax Procedure

Place original(s) face up, short edge first, in the Auto Document Feeder (ADF), or face down on the platen glass.

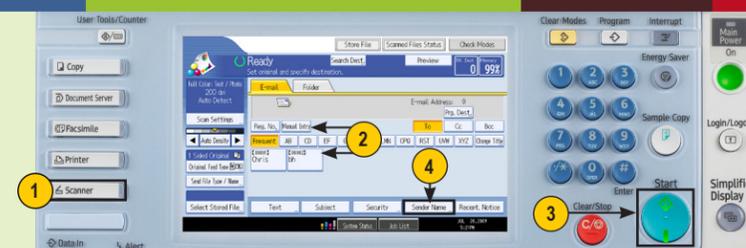
1. Select the **<Facsimile>** function on the left side of the control panel.
2. Using the number keypad, enter destination fax number.
3. Press the green **<Start>** button. When faxing from the glass, press **<#>** after placing last original.



Additional Fax Features

1. **<Scan Settings>**
 - A. **<Standard>** or **<Detail Resolution>** — Standard is 100dpi. Detail is 200dpi.
 - B. Specify **<Text>** original, **<Photo>** original, or **<Text/Photo>** original.
2. Displays messages and machine status.
3. Displays destination fax number.
4. User-programmed Quick Dials.
5. **<TX File Status>** — Displays a log of all sent fax transmissions and their statuses.
6. **<2-sided original>** — Use this function for 2-sided originals.

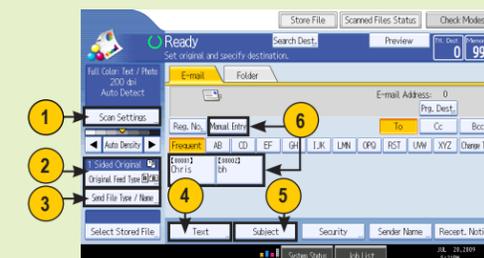
scan-to-email



Basic Scan Procedure

Place original(s) face up in the Auto Document Feeder (ADF), or face down on the platen glass.

1. Select **<Scanner>** from the left side of the control panel.
2. Select a pre-programmed destination or **<Manual Entry>** enter an address.
3. Press the green **<Start>** button. When using the platen glass, press **<#>** after scanning the last original.
4. Some MFPs may require each scan to attach a sender's name. If so, select **<Sender Name>** and choose from the available one-touch destinations shown.



Additional Scan Features

1. **<Scan Settings>** changes the default Text selection. Choose from available B/W or Color settings.
2. **<Original Feed Type>** allows for scanning 2-sided originals and Batch scanning.
3. **<File Name/Type>** is used to assign a file name and to change the file type. When choosing **<Single Page TIFF/JPEG>** or **<Single Page PDF>**, each page of the scan will be received as a separate attachment. When choosing **<Multi-Page TIFF>** or **<Multi-Page PDF>**, all scanned documents will be received as one file.
4. **<Text>** is used to add a message to the body of the e-mail.
5. **<Subject>** is used to attach a subject to the e-mail.
6. Select destinations from pre-programmed one-touch keys, or select **<Manual Entry>** to enter an e-mail address not programmed. Multiple destinations may be selected.

locked print



Release Locked Print Job Procedure

1. Press **<Printer>** key on the control panel.
2. Press **<Print Jobs>**.
3. Press **<Locked Print Job List>** (If using user authentication, only Locked Print files belonging to the user logged on appear.)
4. Select the Locked Print file to print.
5. Press **<Print>**.
6. Enter the password for the stored file and then press **<OK>**. (This password is the one that was entered for the file when it was stored as a locked print file.)
7. Press **<Yes>**.

service and support

RICOH

For more information, contact your local Ricoh representative.